COMMUNICATION RESEARCH INSTITUTE

MANUAL

FOREWORD: This manual has been prepared to give our new employees an introduction to Communication Research Institute and information regarding our operations and our regulations. If you have any questions not answered here don't hesitate to ask the business office.

INTRODUCTION: The Communication Research Institute was incorporated as a non-profit educational and scientific research institution in February 1959. The Institute was founded by Dr. John C. Lilly, the first Chairman of the Board of Trustees and the current Director of the Institute. The Institute was founded in response to a national scientific need for a facility devoted to responsible scientific research in the general area of the sciences of communication and with specialization on interspecies communication and its possibilities. The funds for starting the facilities and the operation of the Institute were furnished by Dr. Lilly. During the preceding five years, Dr. John C. Lilly had been engaged in research at National Institutes of Health.

With the dedicated help of Mr. Nathaniel O. Wells the site for the laboratory in St. Thomas was developed for its present purposes. The jungle was cleared, access roads constructed and the present dolphin tank designed and built.

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organization comprised three workers. The Institute has no endowment and is supported entirely by grants made to support the work of the director, and by gifts for institutional needs not covered by the restricted research grants.

In 1960 a facility in Miami was established.

WORKING HOURS: The Institute's regular hours are from 8:00 A.M. to 5:00 P.M. Monday through Friday. Lunch hour is from 12:00 to 1:00. Unless your supervisor does so instruct you, we will expect you to abide by the regular working hours. If you are absent for any reason, the office should be notified immediately.

PAYROLL DATES: Professional and administrative employees of the Communication Research Institute are paid monthly by check. The nearest check-cashing facilities are at the Coconut Grove Bank. All other personnel are paid semi-monthly, on the last regular business day before the 16th and the last regular business day of the month.

VACATION: All annual vacations are to be taken between June 1 of one year and May 31 of the following year. With the prior approval of the Director, an employee may accrue one week's vacation from one year to the next.

Any employee hired between January 1 and May 31 is entitled to one week's vacation with pay (5 working days) on or after the following June 1.

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Any employee hired between January 1 and May 31 is entitled to one week's vacation with pay (5 working days) on or after the following June 1.

Any employee hired between June 1 and December 31 is entitled to two week's vacation with pay (10 working days) on or after the following June 1.

Any employee who has been employed for 29 months or more on any June 1 is entitled to three week's vacation with pay (15 working days). The actual dates of absence should be reported in writing to the accounting office.

Any employee terminating his employment is entitled only to the vacation due him on the previous June 1, less any vacation taken between this June 1 date and the date his employment terminated.

HOLIDAYS: The following holidays are observed by the Institute:

January 1	New Years Day	Labor Day	
May 30	Memorial Day	Thanksgiving	
July 4	Independence Day	December 25	Christmas

If the holiday falls on a Sunday, the following Monday is a holiday. If it falls on a Saturday, it is not observed.

SICK LEAVE: Effective with the date of your employment, you are entitled to 10 working days' sick leave a year with pay which accumulate at the rate of one day per month of employment. They can be used only for sickness and they cannot be accrued from year to year. The actual dates of absence should be reported in writing to the accounting office.

LEAVE OF ABSENCE: With the approval of the Director, you may take a leave of absence. You will not be paid for the time you are absent. The actual dates of absence should be reported in writing to the accounting office.

ACCIDENT PROTECTION: The Communication Research Institute, as required by law, carries Workmen's Compensation insurance and Comprehensive General Liability insurance for the protection of its employees.

FICA: The Communication Research Institute has elected to carry F.I.C.A. insurance on all of its employees. The Institute contributes during 1962 3-1/8% of salary up to $4800 per year, and the employee contributes an equal amount.

KEYS: One key opens all outside doors to the Communication Research Laboratory. On deposit of $1.00 to the Accounting Office, any scientist employed full time by the Institute may have one of these keys. When you have permission to use the key after regular Institute working hours, please be sure the doors are kept locked. Some of the laboratories have individual locks.

FIRST AID: In case of serious emergency, an injured employee should be taken directly to Mercy Hospital accident ward either by car or by the Miami Police Department ambulance.

SMOKING REGULATIONS: Smoking is not permitted in any laboratory when inflammable solvents are in use or when any other fire hazardous condition exists. When a laboratory supervisor is satisfied that smoking in his particular laboratory does not constitute a fire hazard, smoking will be permitted. Under no circumstances will smoking be permitted in the animal rooms. Do not enter another person's laboratory while smoking, and do not smoke there unless you have his permission.

This regulation and the manner in which it is carried out will be reviewed periodically by the Director.

TELEPHONE REGULATIONS: When applicable please notify the Accounting Office in connection with what grant or project the call is being made. Please make a record when you are making a personal call. These will be charged to you at $.06 for local calls and actual cost for long distance calls. This should be turned in weekly to the Accounting Office.

REQUISITIONING OF SUPPLIES AND EQUIPMENT: Requisition forms for all supplies and equipment must be submitted for approval before supplies or equipment can be purchased. Please fill out the requisition form in duplicate as fully as possible, including price and vendor.

Items having to do with laboratory maintenance will be submitted through Frank S. Essapian. All other items are to be submitted to the Purchasing Office for processing. There is a supply of requisition forms in the laboratory as well as in the office and these are available through the secretary. After the order has been sent out, the duplicate of the requisition will be returned to you indicating the number of the purchase order that was sent. The material will be received in the office and you will be notified upon receipt. The shipping slip which you receive with the material must be signed by you and returned to the Purchasing Department in order for the Institute to honor the invoice. Items of stationery, laboratory notebooks, etc., must

be requisitioned in the same manner. No personal purchases can be made through the Communication Research Institute.

SHOP REQUISITIONS: If you desire special work to be done by the Maintenance Department, use the regular requisition form to describe what you wish done, make the requisition "Shop", date it and turn it into the Maintenance Department. Ordinarily shop requisitions will be handled on a first come, first served basis, but occasionally a job will be given special priority. This can be given only by the Director.

INVENTORY OF CHEMICALS: The Purchasing Department keeps a record of all chemical compounds purchased by the Institute. These compounds can then be available for all scientists' use and we will avoid unnecessary duplicate purchasing.

PROGRESS REPORTS: Progress reports should be submitted to the Director every two weeks by staff members, three copies should be typed. The contents of these reports should not be discussed outside the Institute without permission of the Director.

LIBRARY: Our library is planned for self-service in regard to selection of books. This permits the use of a larger proportion of available funds for building up accessions.

ACCESSIONS: Journals reporting current work are considered to be the most important element in our library. It is our objective to cover adequately all fields of research in which the Institute staff are working. Requests for subscriptions to new journals and to established periodicals are approved by

the Director and such requests may be made by any staff member.

BOOK PURCHASING: must be tailored to the budget and with respect to relevance to the needs of the group, but a 3-part system now in effect provides flexibility in relation to book orders.

> Category A. Book purchases for the library may be recommended by anyone; these will be reviewed by the Committee before any orders are passed. To enter a suggestion, the publisher's brochure, or, if this is not available, a note of title and other known information should be sent to the Director.
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> Category B. Books needed for specific projects or which are especially valuable in connection with a particular research may be purchased on grant funds on regular requisition from the responsible investigator. The book is catalogued in the library in the usual manner but is loaned to the requisition-investigator on a "permanent" basis, i.e., so long as he wishes to keep it for use in an Institute laboratory. In this way it is listed as available in the Institute.
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> Category C. Laboratory manuals or duplicates of library books which are needed for frequent reference in a laboratory may also be purchased by an investigator on his grant funds.

All books which are purchased on Institute funds are the property of the Institute. Category B and C books should be returned to the library when their special need in the laboratory has expired or when the borrower leaves the employ of the Institute.

All purchases are indexed in the library before they are loaned. All requisitions for published material should therefore go first to the librarian for recording. The yellow copy of the requisition is held there for checking receipt of the items.

INTERLIBRARY LOANS: Journals and books not owned by the

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Category B. Books needed for specific projects or which are especially valuable in connection with a particular research may be purchased on grant funds on regular requisition from the responsible investigator. The book is cataloged in the library in the usual manner but is loaned to the requisition-investigator on a "permanent" basis, i.e., so long as he wishes to keep it for use in an Institute laboratory. In this way it is listed as available in the Institute.

Category C. Laboratory manuals or duplicates of library books which are needed for frequent reference in a laboratory may also be purchased by an investigator on his grant funds.

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Institute are usually available through interlibrary loan or photostatic copy. Loan service is by mail.

PUBLICATION PROCEDURE: Manuscripts prepared for publication should be sent to the Director prior to submission to a journal or book editor. He will assign two readers who will be requested to read the manuscript critically with regard for its suitability for publication. The manuscripts will be returned to the senior author by the Director with a copy of the readers' comments. This procedure is of value as it makes available to the authors objective opinion of colleagues regarding the presentation of their work. Only manuscripts so handled are considered approved for publication. Reprints of manuscripts approved for publication are purchased by the Institute for distribution by the authors and for inclusion in the general "reprint file" available in the library. Reprint order forms should be filled out and sent to the Purchasing Department. Up to 300 reprints may be ordered on requisition by the author. Requests for larger quantities of reprints must be approved by the Director. (Please do not mail out reprint orders without an accompanying institution purchase order).

MAILING AND ADDRESSING: is handled in the secretary's office. Cards requesting your reprints should be handed in to the mail desk with the reprint attached.

TRAVEL: The Institute will not reimburse expenses for travel in the Miami area for attending seminars.

EDUCATIONAL ACTIVITIES: From time to time the question is

raised by employees about the taking of courses at neighboring colleges and universities. Institute policy in this regard is as follows:

Undergraduate College Courses. Employees wishing to take undergraduate courses for credit toward the Bachelor's degree should arrange to take night courses so as not to conflict with the regular working hours of the Institute. If this is not possible, in exceptional cases arrangements may be made through one's laboratory supervisor, which must then be approved by the Director, to take courses between 8:30 and 5:00 on weekdays with proportionate reduction in pay for the time lost from work. Students will not under any circumstances be paid full salaries while taking undergraduate courses during the working day. Time taken for such courses cannot be made up as overtime. Since four courses are regarded as a full-time student schedule, each course taken during regular working hours will involve a one-quarter time reduction in pay.

ACCEPTANCE OF STUDENTS FOR WORK TOWARD GRADUATE DEGREES: The credentials of all candidates for graduate student status must be passed upon by a "Credentials Committee" composed of the Director, and whomever else he may choose to invite to sit with him in considering a given case. Credentials of a candidate are to consist of a complete transcript of his academic record, appropriate biographical material, and two letters of recommendation from professors or employers. Letters may be omitted in the case of those employed for six months or longer by the Institute.

Without approval of the Credentials Committee no student will be accepted for graduate work at the Institute. These arrangements apply to students employed by the Institute who wish at the same time to work toward an advanced degree at any institution. Our committee's approval is, of course, in addition to that of the graduate department of the University at which the student matriculates.

Course Work for Graduate Students. It is desirable for students to have completed two years of graduate course work or obtained a Master's degree before embarking on a program of graduate work at the Institute. Our role is primarily to contribute facilities for thesis work toward the Ph. D. degree for well qualified students. If course credits (other than research courses) must be obtained to fulfill degree requirements, each individual case will be considered by the Credentials Committee made up of the Director and the staff member supervising the student's work. In general, salary deductions will be made for time lost from work for courses.

The Institute has a summer training program for college students. Between five and ten students are assigned to laboratory supervisors as trainees. For this work the students are paid a small amount from a grant provided for this purpose to help defray their living expenses.

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